User Services Student
Assistant (Tech Lending)

User Services, Library

Spring 2022

Duties/Responsibilities: Duties/Responsibilities: Provides organizational and customer service support to the Tech Lending operation. Activities include check-out and check-in materials and equipment, processing Tech Lending requests, maintaining orderly equipment storage, testing equipment functionality, and related tasks as assigned. Will interact with students, faculty, staff, and administrators. Persons in this position will assist with maintaining Tech Lending workflows and storage spaces.

Qualifications:

Position Requirements/Preferences (Specific computer skills/software; course completion, dress requirements, etc.):

Persons in this position must be motivated to work with audio/visual equipment and technological devices, be highly organized, and detail-oriented. Ability to lift bulky items, handle fragile equipment with care, and withstand exposure to dust is required. We will give preference to persons with prior experience or special knowledge of audio/visual equipment (e.g. camcorders, digital photography equipment, audio recording, etc.) and/or 3D printing.

Start date: 01/31/2022

End date: 05/06/2022

Work Schedule: Flexible, between 4:00 pm and Midnight

Hours Per Week: 8 hours per week

Starting pay rate: $15.00

To apply, please submit student employment application to perwin@oxy.edu and bchambers@oxy.edu